

## HARIS JALEES

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### PROFESSIONAL SUMMARY

Dedicated and motivated engineering professional, having over 11 years of diversified experience, with proven leadership and organizational skills seeking to apply my abilities for a managerial position.

### EXPERIENCE

2019-Current

**AJCL (Private) Limited**

**Karachi, PK**

*Project management consultancy, sales advisory, distribution and trading firm*

**Manager Aviation (Jan 2019 – Current)**

- Managing internal resources, coordinating with customers and principal for completion of milestones and smooth execution of projects.
- Managing a team comprised of Project Managers, Project leads, Supply chain professionals, technicians and Assistants; also establishing liaison with customers, principals and vendors.
- Developed departmental objectives and strategies to achieve organization goals.
- Developed process manuals for effective completion of operational activity.
- Implementation and monitoring of KPIs for Supply chain, project management, business development, program management and customer service teams.
- Managing the overall process of new businesses and finalization of contacts keeping the cost in consideration.
- Monitor the whole operations pertaining to the execution of the contracts which includes but not limited to establishment of Letter of credit, management of all supply chain processes, inspection at OEM's factory, coordination with different stakeholders for the custom clearance, inspection at buyers site, LC negotiation and liaison with banks for the timely release of payments.
- Participated in different tender and customer negotiations.
- Responsible to develop business models and policies.

2010-2018

**Pakistan International Container Terminal**

**Karachi, PK**

*AN ICTSI Group of Company*

**Deputy Manager Terminal Maintenance and Administration (Oct 2010 – Dec 2018)**

- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Schedule and oversee services and maintenance provided to the facility from contractors such as cleaning services, trash removal and supply of potable water providers.
- Define daily, weekly, and monthly building inspections checklists with a high attention to detail to identify necessary repairs.
- Ensure that maintenance engineers are performing their routine maintenance and timely repairs in their respective areas of interests.
- Oversee vendor activities that include the scheduling of repair and maintenance needs as required; closely monitor progress to ensure quality of work.
- Provide constant attention to all life safety issues; ensure building emergency systems are operational through in-house inspections and vendor maintenance contracts.
- Define preventive maintenance frequency of the facilities installed within the terminal and within buildings.
- Ensure implementation of consistent preventive maintenance and repair methods for all building components and terminal facilities.
- Define Reorder level of the stock items that are frequently used in maintenance.
- Ensure availability of items in stores, coordinate with procurement for its timely delivery.

- Evaluate the requirements initiated by the maintenance engineers and approve the purchase request
- Evaluation and assessment of risk management for every project before execution and take the appropriate safety measures according to the company policies and IMS standards.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Responsible for the MRP (material resource planning) for certain segments within the organization.

#### **IMS Auditor**

- □ Assist and coordinate QMS Manager / MR for implementation of Quality Management System program control, conduct audits, IMS related trainings on frequent intervals and suggest appropriate corrective and preventive action for the continual improvement of the system
- Assist MR in Scheduling, coordinating, conducting, monitoring Internal Audit and analyze its effectiveness in improvement of Integrated Management System
- Coordinate, assist and Follow-up all departments in the close out of Non-conformance/ Observation/ Opportunity for improvement NCRs/ Observations related to IMS Internal/ External Audit till their closeout

#### **Major Projects: (2015 - 2018)**

- Achieve new businesses of approx \$ 1,500,000 in 18 months
- Diversified the business dynamics
- Played a role in completing the major multimillion dollar projects
- RO plant- Capacity to provide up-to 850 bottles per 8 hours of 19 liters each.
- Construction of Power House Building to install additional 2.3 MW HFO genset
- Renovation and upgradation of customer care
- Fabrication of heavy structure M.S Stairs
- Implementation of SAP

### **EDUCATION**

<b>2012-2015</b>	<b>Pakistan Air Force Karachi Institute of Education and Technology</b> Master of Business Administration	<b>Karachi, PK</b>
<b>2006-2009</b>	<b>Sir Syed Institute of Engineering and Technology</b> Bachelor of Science- Electronics Engineering	<b>Karachi, PK</b>

### **SKILLS**

- Excellent Communication skills
- Conflict resolution
- Critical thinking, decision making and problem-solving skills
- Planning and organizing

### **ADDITIONAL INFORMATION**

- Enjoy travelling, voluntary work, play Table Tennis and Cricket